Word 2007

## Procedures:

# Follow directions STEP by STEP

# All downloads and extra items will be posted to our wiki site for your use.

# Don’t print – unless it has been reviewed, checked, and approved by instructor.

# Make sure your work is signed off by your instructor.

* Save it all as the name provided in the text book, these assignments should be saved in your Word folder.

# If you are not sure please ask!

[**www.GCFlearnfree.org**](http://www.GCFlearnfree.org)

Set up an account use pv\_firstname as login use a familiar password to you.

**Complete these introductory lessons**

* Computer Training\ Getting Started\ **Computer Basics**
  + Lessons 1 – 14
  + Take Test (this score will save under your Learning History – no need to print)
* Computer Training\**Word 2007** – Watch [Word 2007 Overview Video](http://www.gcflearnfree.org/content/screencasts/shared/player_776x600.aspx?screenCast=wd07/wd07_overview)
  + Read Lesson 1- 23 for an overview to assist you in future tasks.
  + Take Test (this score will save under your Learning History – no need to print)

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| Microsoft Word 2007 | |  | Points |
| Computer Basics | www.gcflearnfree.org > Home > Computer Training | Lessons 1- 14 | 5 |
| Word 2007 | www.gcflearnfree.org > Home > computer software > word | Lessons 1- 23 | 10 |
|  |  |  |  |
| **Chapter** | **Task** | **Page No. #** | **Points** |
| 1 - Creating and Editing a Word Document | 1 - Learning to Ride | wd 2-wd 71 | 5 |
| 2 - Making it Right - Autumn Fest | wd 63 | 5 |
| 3 - In the Lab 1-3 - Choose One | wd 67 - wd 71 | 10 |
| 4 - Cases and Places #4 or #5 | wd 72 | 15 |
| 5 - Sams Assessment | TBA |  |
| 2 – Creating Research Paper | 1 - Wireless Communications | wd 71-wd 144 | 5 |
| 2 - Making it Right - Certification Paper | wd 136 | 5 |
| 3 - In the Lab 3 Compose research paper from notes | wd 142 | 10 |
| 4 - Sams Assessment | TBA |  |
| 3 - Creating a Cover Letter and a Resume | 1 - Letterhead | wd 145-wd 224 | 5 |
| 2 - Cover letter | wd 165 | 5 |
| 3 - Resume | wd 183 | 5 |
| 4 - Envelope | wd 203 | 5 |
| 5 - Apply Your Knowledge - Expense Table | wd 205 | 10 |
| 6 - Cases and Places # 2 Create this chapter's resume | wd 213 | 15 |
| Sams Assessment | TBS |  |
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